

This Notice Expires 1 June 1978

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MANAGEMENT

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### UNOFFICIAL RELATIONSHIPS WITH FORMER AGENCY EMPLOYEES

1. Recently, two employees were asked to leave the Agency as a result of developments growing out of their unofficial relationships with former employees. This should serve as a reminder of the very real problems that can occasionally arise in dealings with former employees. The Agency has been characterized by strong bonds between its employees, and these bonds often transcend the significant changes in status that are brought about by retirement or resignation. It is essential that current Agency employees realize that resignees and retirees do indeed acquire a new status, which precludes the access and privileges associated with active service in the Agency. The vast majority of former employees are well aware of their new status and scrupulously avoid any situations which might cause problems for their former colleagues. Unfortunately, a few former employees are apparently willing, perhaps without realizing the potential consequences, to exploit current employees in order to obtain unjustified personal or professional advantages for themselves.

2. Employees should be guided by the basic fact that a former employee with no active official connection with the Agency is not authorized continuing access to classified information as a result of his former association. Moreover, former employees are entitled to no more assistance or service from the Agency than are any other citizens of our country. For example, should a former employee embark upon a second career which places him in a position of being a potential vendor of goods or services to the Agency, he must be treated the same as and must compete with any other vendor offering comparable goods or services. Given the vast number and types of situations that can arise in dealings with former employees, it is not possible to cite all the examples here. Agency employees must exercise careful judgment at all times to ensure that all unofficial relationships with former employees are proper and above reproach. (See attachment for appropriate references.) There are a few basic questions which employees should ask of themselves when evaluating their unofficial relationships with former employees. For example:

a. Am I being asked to provide Agency information or other assistance for nonofficial purposes?

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b. Am I being asked to participate in some non-Agency activity to convey the impression that the Agency is officially involved?

c. Would I conduct this relationship in the same manner if the other party had not been previously associated with the Agency?

d. Am I becoming involved in an activity which may involve or create the appearance of a conflict of interest with my official Agency responsibilities?

3. Employees preparing for a second career which will draw upon skills and contacts developed while with the Agency must ask themselves the same kinds of questions. Upon retirement, they must be fully reconciled to the fact that their former Agency status must not be traded upon for preferential treatment in dealings with CIA.

4. Employees who become involved in relationships with former employees about which they have questions should seek guidance promptly from their supervisors. If a supervisor cannot answer the question with confidence, the employee should be referred to the more specialized offices. The Operations and Management Law Division of the Office of General Counsel, the Employee Activity Branch of the Office of Security, or the Office of the Inspector General should be consulted for assistance in this regard.

5. All of us value continuing relationships with our former colleagues, and it is not the intent of this notice to discourage such associations. Rather, this notice is intended to point out that such associations must be conducted in a manner which avoids actual or apparent improprieties -- improprieties which can cause serious harm both to the individuals involved and to the Agency. I urge your personal and thoughtful attention to this matter.

/s/ Stansfield Turner

STANSFIELD TURNER  
Director

Attachment: a/s

DISTRIBUTION: ALL EMPLOYEES (1-6)